



CONGRESSMAN A. DONALD MCEACHIN

U.S. House of Representatives

Service Academy Nomination | Applicant Admission Checklist

Completed application packets must be received no later than October 1st, 2022

Applicants Name: _____

School: _____

(Applicant) Phone Number: (_____) _____

(Parents) Name and Phone Number: _____

(_____) _____

E-Mail Address: _____

Preliminary Requirements

Verify that all requirements of the academies have been met, which are as follows:

- Must be unmarried, not pregnant, and have no legal obligation for a child or other dependents
- Must be a United States citizen
- Must be at least 17 years old and not have reached your 23rd birthday
- The applicant must be a legal resident in the 4th congressional district
- The applicant should write to their congressional offices at the end of their junior year of high school, expressing his or her interest in attending a service academy
- It is the responsibility of each applicant to initiate a pre-candidate file at each academy to which they are seeking a nomination

Application

- Complete all sections of the application located online at www.mceachin.house.gov/services/military-academy-nominations
- Sign and date the application agreement

Current photo

No larger than 5x7 photo

Official high school transcript

The transcript should include:

- Course listings and grades through the end of your junior year
- Current Grade Point Average
- Class rank (if provided by your high school)

*Note: **The official transcript should be returned to you in a sealed envelope with a signature across the seal.** If your school will not provide transcripts directly to students, have the school mail the transcripts to **Service Academy Coordinator John Montgomery** to the **Richmond, VA Office** only.*

Official SAT/ACT Results

Resume

- Provide a detailed listing of your academic, community service, extracurricular, work, athletic and other notable activities and accomplishments. (No more than two pages)

Essay explaining why you are seeking an appointment to a service academy

Note: Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer. Essay should be 500 words or less.

Maximum of three letters of recommendation

Each letter should be provided in a sealed envelope with the recommender's signature across the seal.

- Letter of Recommendation #1: Should be from someone affiliated with your school/education (i.e.) A school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. Letter should be sealed with signature across the seal.
- Letter of Recommendation #2: Should be from a person outside of the school system/education and not a family member or relative that can best assess your intellect, character, and suitability for military service. (i.e.) A letter from a coach not

affiliated with the school system will be accepted here. Letter should be sealed with the signature across the seal.

Mail or hand deliver all application materials to:

Note: EMAILED PACKAGES ARE NOT ACCEPTABLE

Central Virginia District Office:

Representative A. Donald McEachin

c/o Academy Nomination Coordinator John Montgomery

110 North Robinson Street,

Suite 401

Richmond, Virginia

23220

(804) 486-184